

GABRIELLE JONES

SKILLS

AUDIENCE ENGAGEMENT
CONTENT CREATION
LEADERSHIP
MARKET RESEARCH

EDUCATION

LYNCHBURG COLLEGE

BIOLOGY-BIOMEDICAL
SCIENCES
2010-2012

CENTRAL VIRGINIA COMMUNITY COLLEGE

BIOLOGY
2008-2010

CONTACT

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JONES.GM90@GMAIL.COM

PROFILE

SUCCESSFUL, PROVEN ENTREPRENEUR AND LEADER
DRIVEN, COLLABORATIVE & GOAL-ORIENTED INDIVIDUAL

WORK EXPERIENCE

BIRTH AND POSTPARTUM DOULA-BLUE CASCADE DOULA SERVICES|2016-PRESENT

FOUNDED PRACTICE AND BUILT CLIENTELE TO 40 FAMILIES

CREATED AND MANAGED BRAND
DESIGNED, MAINTAINED, AND OPTIMIZED DIGITAL PRESENCE
CREATE ORIGINAL & CURATE BRAND RELEVANT CONTENT
CLIENT ACQUISITION AND RETENTION
CREATED & EXECUTED MARKETING PLAN
BUILT REFERRAL NETWORK WITH KEY PROFESSIONALS
LAUNCHED DOULA CONSULTING BUSINESS

BOTHELL PEDIATRIC AND HAND THERAPY-OFFICE MANAGER|OCTOBER 2014-OCTOBER 2015

INCREASED REVENUE THROUGH PROACTIVELY IMPROVING
CLIENT SCHEDULING AND ESTABLISHING SPECIFIC
FOLLOW-UP ROUTINES
IDENTIFIED GAPS IN REVENUE COLLECTION; REMEDIATED &
ENHANCED PAYMENT CYCLE PROCESSES
MANAGED SCHEDULING FOR MULTIPLE THERAPISTS
MANAGED TREATMENT SPACES & SUPPLY REQUISITION
COORDINATED PATIENT WORKER'S COMPENSATION CLAIMS
PROFICIENT IN THERAOFFICE EMR

NORTHWEST ASTHMA AND ALLERGY-MEDICAL RECEPTIONIST|JUNE 2014-OCTOBER 2014

ACCEPTED AND APPLIED COPAY TO PATIENT ACCOUNTS
MANAGED SCHEDULES FOR MULTIPLE DOCTORS
DE-ESCALATED AGITATED OR DISTRESSED PATIENTS
PROFICIENT IN CITRIX EMR